



To participate as an exhibitor at the ICAO TRIP Seminar Hong Kong, please complete pages 1-2.

Exhibitor Benefits

- Opportunity to present your company’s TRIP related solutions to the delegates in a dedicated slot comprising a fifteen-minute presentation, including a question/answer period, if required;
- A draped display table to promote your company’s technology or services promoting aviation matters;
- Logo and Web link on the event Website;
- Mention of your company/logo on the event social media pages (Facebook, Twitter and LinkedIn);
- Your company mentioned in the event newsletter;
- Four (4) complimentary exhibitor passes.

1. **Confirmation:** Confirmation of the exhibition agreement will be guaranteed by return of this duly completed and signed agreement along with payment of the total cost.

Company Name					
Contact Person	Salutation	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>
First Name					
Last Name					
Title					
Address					
City		Province			
Postal / Zip Code		Country			
Tel No.		Fax No.			
Email Address					

2. **Exhibition Fees:**

The exhibition fee includes the applicable privileges as aforementioned.

Plan	Selection	Cost USD
Exhibitor	<input type="checkbox"/>	\$10,000

<b>Total Cost</b>	
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3. **Invoicing and Payment**

Upon receipt of the duly completed exhibitor agreement, ICAO will remit an invoice for the regional seminar exhibitor fee; which will be sent by e-mail in a pdf format and the original will be mailed to the exhibitor.

Please select one of the following payments below. We prefer payment by credit card.

<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cheque
<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card <input type="checkbox"/> American Express



For payment by major credit cards, please provide your credit card details below.

Card Number		Expiry Date	
Card Holder Number			
Signature			

**Requirements for payment: payments must be made prior to the event and will be due upon receipt of the invoice. Methods of payment are: cheque, bank transfer or major credit card listed above. If payment is not received within fourteen (14) days, ICAO may not guarantee the customer's first choice for the booth number or the sponsorship slot.**

**4. Promotional Material**

Exhibitors are prohibited from placing flyers, pamphlets, brochures and other promotional items (i.e. Pens, USB sticks, mugs, memo pads, etc.) on tables or stands other than their own. These tables or stands are reserved for ICAO exhibitors may use their assigned tables to display their collateral materials.

Promotional materials must not promote military applications or make reference to the Republic of Taiwan.

**5. Transportation and Customs clearance**

ICAO will not be responsible for any transportation and customs clearance fee of the exhibition materials.

**6. Cancellation Policy**

This agreement may be cancelled by the Agreement signatory. Cancellation request must be sent by email to your project manager and are subject to the penalty in the table below.

If the cancellation request is:	Penalty for cancellation
More than 29 days before the event	0 % - Full refund
Between 22 to 28 days before the opening of the event	25% charge
Between 14 to 21 days before the opening day of the event	50% charge
Less than 14 days before the opening day of the event	No refund – 100% charge

ICAO reserves the right to terminate this Agreement at any time via written notice.

If the Agreement is terminated, ICAO will (at their discretion) refund any deposit made for this event.

**7. Acceptance**

The undersigned hereby certifies that the terms and conditions set forth in this exhibitor agreement to participate at the ICAO Seminar in Hong Kong, China, from July 11-13 2017.

Signature: \_\_\_\_\_

Date:

**8. Return the Agreement**

Save the duly completed and signed agreement and return it by e-mail in a pdf format to: [ccasabon@icao.int](mailto:ccasabon@icao.int) or return it by facsimile to the attention of Caroline Casabon at +1 514-954-6769.